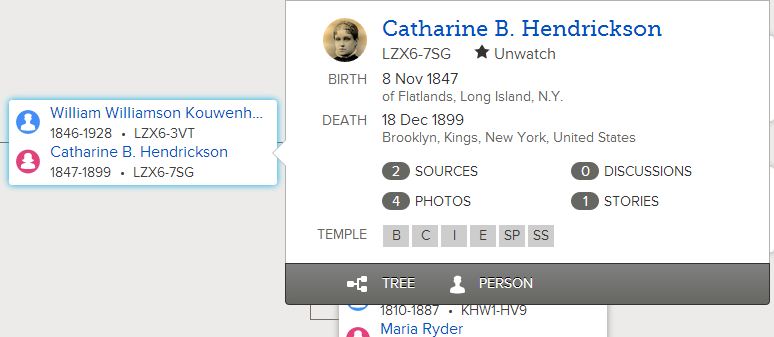
**PUTTING DOCUMENTS AS SOURCES IN FAMILY TREE**

This Steps with Pictures Guide shows how to put documents in FT, that are not found in FS online databases, including one of a kind records that may be found in the home and other places.

1. Summary choices.pngSign-in to FamilySearch, in the pedigree find the ancestor whose document you have and click on their name.

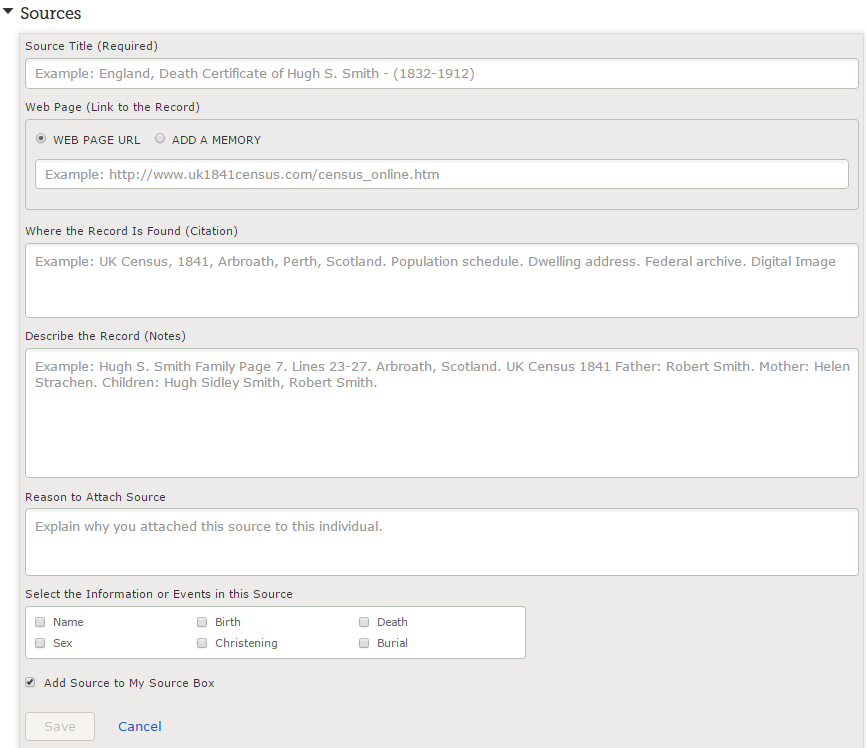
1. In their Summary Card, click on “Sources.”
2. Then in Details page under Sources there are two options, “Add Source” and “Attach from Source Box”. We will show steps for both options.
3. Click on “Add Source”.
4. Fill in these fields in the **Sources** window :

**1**

**Source Title**—the Who, What, When & Where of the record. If other people are mentioned in source,

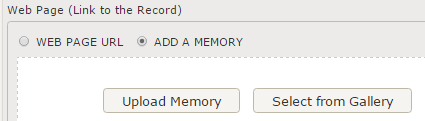
consider adding their name(s) to the Title so that it applies to them also.

**2**

 **Web Page**—Click on **ADD A MEMORY** ***circle*** and and select “Upload Memory”.

**1**

**1**



**2**

**3**

Locate your document on the computer or

**4**

flash drive, highlight it and double click

on the document name to upload it.



**5**

**6**

**7**

save.jpg

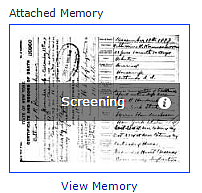
**30000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000000**

**Where Record is Found**—give the location of the

**2**

record (URL, address, etc.) so others can find it The document will appear with a

**4**

 **Describe the Record**—enter important notes temporary “Screening” band over it. **Reason to Attach Source** - list key information If “Unscreened” band

**5**

the document contains shows up, meaning

**6** **Select Information** **…** - places source next to event the upload is not

in *Vital Information* section of Details page yet complete, it will

**7**

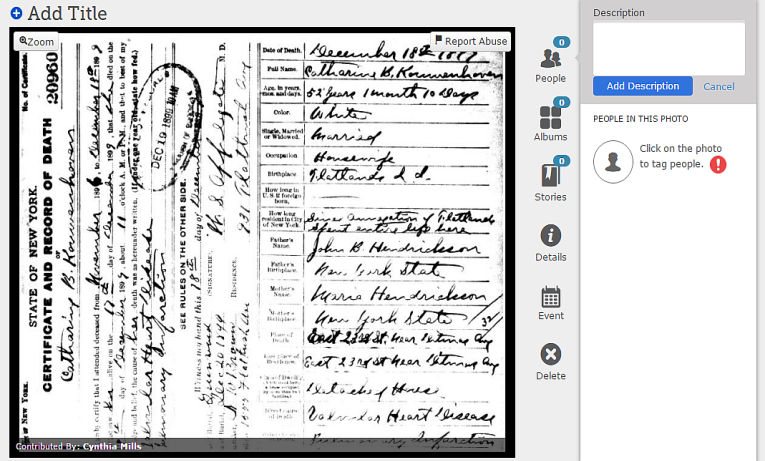
**Add Source to My Source box** - check box so source can go away.

save.jpg be easily added to another person

1. When the 7 fields are filled in, scroll down and click .
2. document file name Catharine H. Kouwenhoven.PNG This source will now appear at the top of the Source list on your ancestor’s Details page (camera icon).

Click first on the source name and then

on “View Memory” just below the image

 to get intothe **FS Viewer Window** whereyou can

enter a Title, tag a person (click on the image), enter

Delete icon.pngDetaills icon.png Description, change photo to document or visa versa -

Details icon , delete document , etc.

Deleting a document from person here does not

delete it from the gallery; that must be doneseseparately in the gallery.

8. If changes are made, you will need to click

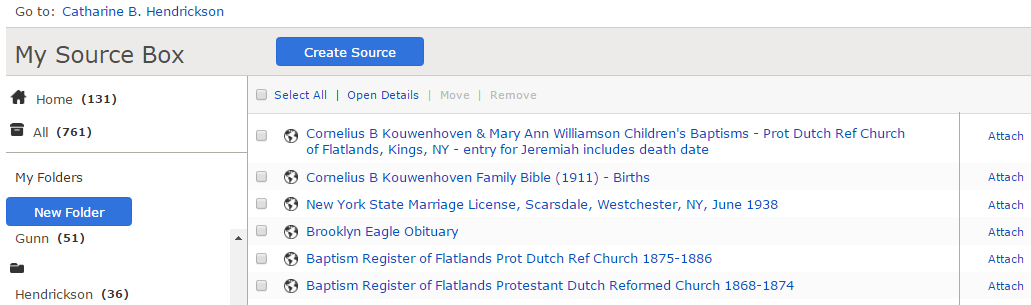
save.jpg again.

1. If a document is **already in your FT Source Box (Step 3)** attaching it to someone else listed in the

documentis really quite easy. Because it is attached to someone else in your FT), click **“Attach from**

**search pages.PNG Source Box”** and the **My Source Box** window will open. Locate the source by looking through the pages

(see bottom of the page) or in Folders on the left.



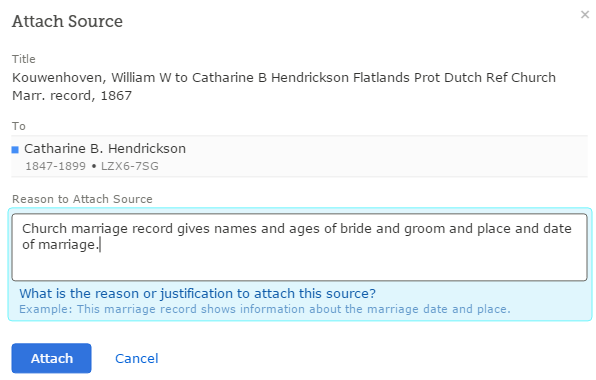
1. Put a check in the box in

front of the record you

image icon.PNG want and click Attach.

****

1. An **Attach Source** box will open. It will contain the ***Title*** of the document, the **N*ame and ID*** of the person the record will be attached to (person in FT in whose Details page where you began to add your source) and a box for the ***Reason to Attach*** statement.



1. Enter the most important information the document provides in the reason statement field. In this window that is all that needs to be done.
2. All of the source information entered in the original source will be transferred along with any image, to the person indicated.



1. Click .
2. It is always a good idea to check in the Details

page to see that the source has been successfully entered and changes have been saved.

Note: To “Add a Source” a digital image of the record is needed (*.bmp, .jpg, .png, .tif or .pdf format* <15 MB).  *All uploaded photos and documents are examined for appropriateness before they are placed in FT permanently.*

RELATED RESOURCE*: For a similar Steps with Pictures Guide dealing with online FS documents, go to the WIKI*

*page* ***“Attaching FS Records in FT Using the Source Linker”****.* cgm 1-22-2017